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3938 《管理英语 2》开放大学期末考试笔试+机考题库 (按拼音) (204)

适用: 【笔试+机考】【课程号: 04018】

总题量 (204): 交际用语(41) 词汇与语法(89) 阅读理解 (单选) (11) 阅读理解 (判断) (11) 翻译题(39) 阅读填空题(8)

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交际用语(41)--电大资源网:
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1. —Any suggestions for the project?— () .
B. I advise you to put more hands in this project.
2. —Can you go skating with us this afternoon?—
have to
3. —Can you stay here longer? () ,but I have to
be back tomorrow.
A. I'd love to
4. —Do you mind if I record your lecture?—()
Go ahead.
C. Not at all.

5. —Good morning, Sunshine Community
Center! May I help you?— ()
C. I need a plumber to repair the water pipe in my
kitchen.
6. —Hello, is that service center? The elevator of
our apartment doesn't work.
B. Sorry, I'll have it checked out at once.
7. —Hi, Helen, I'll have an interview tomorrow.
I'm afraid I can't make it.— ()
A. Sure, you can. Take it easy.
8. —How are you feeling now?
A. Much better.
9. —How did your talk with the community
resident go?
I'm not sure.
10. —How do you think of the theme of our
event?
It's pretty good.
11. —How do you think of the theme of our
event?— () .
A. It's pretty good.
12. —How's your mother doing?— () .
A. She is very well.
13. —I am sorry. Now what were we talking
about?— ()
C. You were saying that you used to be a teacher.
14. —I was worried about my math, but Mr.
White gave me an A.— ()
B. Congratulations!
15. —I'm terribly sorry that I've spilled some
coffee on the table.— () .
B. It doesn't matter.
16. —Let's make plan first for our events, shall
we?—
OK, let's do it.
17. —May I ask you why you left the former
company?
Because I want to change my working environment
and seek new challenges.
18. —Our company is doing a customer service
questionnaire. May I take you a moment?
B. By all means.
19. —Should I leave earlier tomorrow
morning?— () .
A. Yes, it's better to leave earlier to avoid the
morning traffic.
20. —Thank you very much for answering our
questions. It really helps our market research
It's my pleasure.
21. —What kind of event are you going to plan?
A birthday party for my brother.

22. —What starting salary do you expect?— () .
C. I'd like to start at ¥5,000 a month.
23. —What time does the train leave?
C. At half past five.
24. —What's your view on our
questionnaire?— ()
First of all .We'd better change our question order.
25. —Why do you look unhappy. What's the
matter?—()-->(C. I'm rather disappointed with the
poor quality of the radio I've just bought.)
26. —Would you like to go to the concert with
us?
I wish I could
27. —Would you like to go to the concert with
us?—() , but I've promised to help Jim with his
Chinese. Thank you all the same.-->(C. I wish I
could)
28. —Would you mind answering some
questions about your annual report?
No, as long as it doesn't take long
29. —Would you mind filling the questionnaire
for me?
A. No problem.
30. —Would you mind filling the questionnaire
for me?— () .
A. No problem. Just give me your questionnaire.
31. —Your plan is perfect and I believe that it
will be a great success .
Thank you very much.
32. — () .—It will be held on the 3rd floor of
Shakiraton Hotel.
C. What is the address of your speech?
33. — () .—It will take at least two
weeks .-->(A. How soon will you finish our annual
report?)
34. — () ?—It costs us ten thousand dollars.
How much does the printing of the annual report
cost
35. — () ?—It will take at least two weeks.
How soon will you finish our annual report
36. — () ?—Twice a week.
How often do you use our company's product
37. — () —Everything is going smoothly.
How is everything going?
38. — () —In total, it should be about 15,000
RMB for the three-day training.
How much have you budgeted for the training?
39. — () —It might be a good idea to read some
simplified books first.
What books would you recommend?

40. — () —My name is Helen , and I was born in
1980. My major was electrical engineering.
B. Tell me a little bit about yourself, please.
41. — () ? —I have worked for IBM for 3 years.
What is your working experience?
词汇与语法(89)--电大资源网:
(微信搜: Wj585858-)
1. According to their feedback sheets, the
participants are all () According to their
feedback sheets, the participants are all
A. satisfied
2. According to their feedback sheets, the
participants are all () with the training.
satisfied
3. American young people would rather () advice
from strangers.
A. get
4. Are you familiar () the saying, "it's not what
you know, but who you know"? In event
planning, networking is key!
A. with
5. Are you familiar () the saying, "it's not what
you know, but who you know"?
with
6. At the end of the day , you want all attendees
() your event to remember this key message
that you've spent a long time reinforcing.
C. leaving
7. Can you go skating with us this afternoon?
—Sorry , I can't. I () take care of my little sister
at home.
C. have to
8. Customers () refuse to filling the questionnaire
are not permitted to buy the product .
C. who
9. Did the medicine make you feel
better—No. The more () , () I feel.
B. medicine I take; the worse
10. Does his absence () to your work?
A. make a difference
11. He is () this company.-->(A. in charge of)
12. He says what he thinks and does what he
wants to do, () other people's feelings.
regardless of
13. He was always () in sharing his enormous
knowledge.
A. generous
14. Her article is () in her class.
A. the best

- 15、 Hiring a good employ may cost much money and time , () it can win much more for the company in future.
C. however
- 16、 Hiring the right employee () you () a thousand times over in high employee morale.
C. pays...back
- 17、 His action is always () with his words.
C. consistent
- 18、 How many players does a baseball team () ?
A. consist of
- 19、 I didn't do () last week.
C. anything
- 20、 I don't know () . I just arrived here two minutes ago.
A. what's going on
- 21、 I have coffee () breakfast time.
A. at
- 22、 I like cooking for my friends in () free time.
B. my
- 23、 I would rather () two weeks earlier.
C. you had come here
- 24、 I'd like to () that the staff member who served me didn't really seem to know what he was doing.
A. point out
- 25、 I'm writing to () a position as a computer engineer in your company.
C. apply for
- 26、 I'm writing to () a position as a computer engineer in your company.-->(C. apply for)
- 27、 If I () you, I () more attention to the independent auditors' report and financial statements in the annual report.
were; would pay
- 28、 It is only by agreeing with their view point and () that you will resolve the situation and send the customer away happy.-->(A. suggesting a possible solution)
- 29、 I'd like to () that the staff member who served me didn't really seem to know point out
- 30、 I'm confident in these as long as we () the needs of the community residents and improve our service quality.
A. keep an eye on
- 31、 I'm writing to () a position as a computer engineer in your company.
C. apply for
- 32、 Let's () our plan.
A. start

- 33、 Look! ()
B. Here comes the bus.
- 34、 More than 30 people () the position.
applied for
- 35、 My name is Helen, and I was born in 1980. My major was electrical engineering.
Tell me your name, please.
- 36、 One day, our dreams will () reality.
B. turn into
- 37、 Our company will () the customers' suggestions.
C. respond to
- 38、 Our workers have been checking the heating system since you called us. I () you it will perform well soon.-->(C. assure)
- 39、 Participants have () the Productivity Analysis Worksheet.
C. completed
- 40、 People () find useful information from the annual report.
could
- 41、 Questionnaires are easy to () .
analyze
- 42、 Questionnaires are not suitable () some people.-->(B. for)
- 43、 The candidate should dress in a manner that is appropriate to the position () he is applying.
A. for which
- 44、 The enemy has strengthened their () position.
defensive
- 45、 The heating system of our apartment broke down so I made a () call to the community service center.
B. complaint
- 46、 The investor should be aware of the limitations of the financial statement analysis () the annual report.-->(A. based on)
- 47、 The Jiahe Community Service Center is about to () seance for residents.
B. provide
- 48、 The more information you can get () in your field.
C. the more competitive you will be
- 49、 The more information you can get, () in your field.-->(C. the more competitive you will be)
- 50、 The music () like the singing of a bird.
B. sounds
- 51、 The music () like the singing of a bird.
C. sounds

- 52、 The new year is just () .-->(B. around the corner)
- 53、 The quality of questionnaire will () how much information we know from our
affect
- 54、 The success of our event is () to the sponsor.
A. related
- 55、 The training is () positive results on the job they are presently () .
bringing about, doing
- 56、 These tips may help you avoid () bad employees for your company.
B. hiring
- 57、 They have disagreement () the plan of celebrating the founding of the community.
on
- 58、 They () since last night. They are about to finish the work.
B. have been cleaning the system
- 59、 This involves () the high-level reasoning behind your intentions for the event.
identifying
- 60、 Under no circumstance () to tell lies to the public.
B. are the companies allowed
- 61、 We feel () with the inconvenience the service center brought us.
A. disappointed
- 62、 We have to () our annual work report to the manager next week.
A. hand in
- 63、 We need to carry out a proper of the new system.
evaluation
- 64、 We should keep in mind () the feedback is very helpful for planning future meetings and events .
B. that
- 65、 We should take the degree () account when we recruit a new secretary.
B. into
- 66、 We think that Smith should be told about his () condition as soon as possible.
C. physical
- 67、 We () it very much that you've come to give us a timely ride. Otherwise we would miss the train.
A. appreciate
- 68、 We () very much that you've come to give us a timely ride. Otherwise we would miss the train.
B. expect

- 69、 When reading the annual report , we should look out () the areas where the company did not comply with the regulations.
B. for
- 70、 When stating problems , we can make a () with those from last year.
C. comparison
- 71、 Where are you used to () vegetables?
C. buying
- 72、 Whose textbook is this?—It () John's. It has his name on it.
B. must be
- 73、 Write the telephone number down () you forget.
B. in case
- 74、 You also should send a resume () the employer know more information about you.
to let
- 75、 You can try these methods to keep your interview anxiety () control.
A. under
- 76、 You must () the annual certification of employment online within 15 days.-->(A. submit)
- 77、 You need to () those questionnaire papers for your company.-->(A. hand out)
- 78、 Your long-term success in event planning will be based () the experience you had.
B. on
- 79、 You'd better have your hair () before going to your friend's wedding.
C. to cut
- 80、 () a company really wants is a candidate () has the right skills.-->(A. What. That)
- 81、 () face-to-face interviews, questionnaires are cheaper for collecting data from a large
Compared to
- 82、 () the feedback is very helpful for planning future meetings and events.
Getting
- 83、 () the fog, we should have reached the annual meeting site on time.
But for
- 84、 () you prepare cross training plans, you need to consider both the company benefits
As
- 85、 () a company really wants is a candidate () has the right skills.
A. What...that
- 86、 () face-to-face interviews, questionnaires are cheaper for collecting data from a large number of respondents.

B. Comparing
87、 the feedback is very helpful for planning future meetings and events.

C. To get
88、 the fog, we should have reached the annual meeting site on time.

C. But for
89、 you prepare cross training plans, you need to consider both the company benefits and the employee benefits.

C. As
阅读理解 (单选) (11)--电大资源网:
(微信搜: Wj585858-)

- 1、 Angry customers tend to aim their dissat...
- 2、 Angry customers tend to aim their dissat...
- 3、 Angry customers tend to aim their dissat...
- 4、 If you take the following steps, you can...
- 5、 Mary began playing the violin when she w...
- 6、 PPHC and Gooseneck are two organizations...
- 7、 Questionnaires can be a simple way to ge...
- 8、 Stress around interviews is often influe...
- 9、 Successful and memorable events don't j...
- 10、 The houses we live in are very important...
- 11、 There are more ants than any other kinds...

1、 **Angry customers tend to aim their dissatisfaction and complaints at staff members.**

21. Angry customers tend to aim their dissatisfaction and complaints at .-->A. staff members

22. When a customer shouts rudely at you , you should .-->C. keep calm and listen carefully to the customer

23. The underlined sentence in Paragraph 3 means .-->B. you should listen more than you speak.

24. When dealing with an angry customer , which is NOT the right attitude?-->C. Be amused.

25. Which of the following statements is true according to the passage?-->C. You should relax yourself and try to understand the angry customers.

2、 **Angry customers tend to aim their dissatisfaction and complaints at staff members.**

21. At whom do angry customers tend to aim their dissatisfaction and complaints ? -->A. Staff members.

22. When a customer shouts rudely at you , you should .-->C. keep calm and listen carefully to the customer

23. The underlined sentence "Use your ears more than your mouth" means .-->B. You should listen more than you speak

24. When dealing with an angry customer , which is NOT the right attitude ? -->C. Be amused

25. Which of the following statements is true according to the passage ? -->C. You should relax yourself and try to understand the angry customers.

3、 **Angry customers tend to aim their dissatisfaction and complaints at staff members.**

1. At whom do angry customers tend to aim their dissatisfaction and complaints? -->A. staff members

2. When a customer shouts rudely at you, you should -->C. keep calm and listen carefully to the customer

3. The underlined sentence "Use your ears more than your mouth" means -->B. You should listen more than you speak.

4. When dealing with an angry customer, which is NOT the right attitude?-->C. Be amused.

5. Which of the following statements is true according to the passage?-->C. You should relax yourself and try to understand the angry customers.

4、 **If you take the following steps, you can make a satisfactory annual report.**

1. Do you have to gather all the information since you entered the company before writing the annual report?-->B. No.

2. Is it reasonable to include everything of the company in order to make the annual report informative?-->B. No.

3. What does the underlined phrase "Less is more" mean?-->A. Using fewer words, making fewer parts, and so on, is simpler, and more efficient than the opposite.

4. Which is NOT TRUE for the functions of the visuals and charts?-->C. They can make the report harder to be understood.

5. How many steps should you take to make your report impressive?-->C. Four

5、 **Mary began playing the violin when she was only six.**

1. Mary's father -->C. got the violin from his aunt

2. Mary began to need a better violin when she was about -->B. 11

3. The man at the concert told Mary's parents that -->A. she had real talent

4. Mary when she was 16. -->B. set up her own group

5. Eric Sound was the name of-->B. Mary's music group

6、 **PPHC and Gooseneck are two organizations that do similar community work.**

1. What are PPHC and Gooseneck? -->C. They are two organizations that do similar community work.

2. Which degree does Elaine have?-->A. Psychology degree.

3. Which of the following statements is TRUE according to the passage?-->B. Mark has a clear idea of his job after the training.

4. How is Mark trained to be prepared for his work?-->C. Both A and B.

5. What is the main idea of the passage?-->A. The importance of training.

7、 **Questionnaires can be a simple way to get to know your audience's opinions.**

1. The questionnaire contains following elements except?-->C. Address

2. In order to keep your questionnaire visually attractive, you should -->C. Leave enough space between questions and sections.

3. You should start your questionnaire with questions and then move to ones.-->A. general, specific

4. What could be the best title for this passage?-->A. Designing an Effective Questionnaire.

5. Which of the following statements is NOT correct?-->B. Open-ended questions cannot provide more detailed information, so you'd better not use too many open-ended questions in one questionnaire.

8、 **Stress around interviews is often influenced by our assumptions we make to ourselves about the process.**

1. What often influences the stress around interviews according to the passage?-->B. Anxiety-provoking thoughts

2. Does one poor answer in an interview influence a candidate to get a job?-->B. No.

3. Can imagining success help a candidate to lower levels of anxiety?-->A. Yes.

4. How can we reduce our stress around interviews?-->A. Breathe deeply

5. When should we go to see a doctor according to the author?-->C. When we have too much stress around interview.

9、 **Successful and memorable events don't just happen.**

1. Which of the following statement is NOT true according to the passage?-->C. Know the limitation means you should know the audience's limitation.

2. Which is not the factor of holding a successful event?-->C. A invitation

3. According to the passage, what is the key factor to make your event successful?-->B. Details.

4. What is the best title for this passage?-->C. How to plan successful events.

5. What is the purpose of making list of details?-->A. Make sure not overlook things

10、 **The houses we live in are very important.**

The houses we live in are very important. They keep us from being cold in the winter and hot in the summer.

21. Which of the following is NOT mentioned in the passage?-->B. Families and friends live in the same house.

22. According to the passage, the house can keep out .--> C. the wind and the snow

23. Houses are in sizes and many ways.-->C. different

24. Which of the following is probably NOT the thing used to build houses?-->B. cotton

25. From the passage we can infer that people --> A. in hot places like to live the lightly-built houses to get heat

11、 **There are more ants than any other kinds of land animals in the world.**

1. Which kind of ants is not regarded as the main types of ants in general?-->B. Soldier ants.

2. According to the passage, what do we learn about the ants' enemies?-->A. They are of many kinds.

3. The red ants attack the black ants' home because -->C. they don't have workers of their own

4. According to the passage, which of the following statements is TRUE?-->C. Ants are useful to human on some conditions.

5. The main purpose of the passage is to -->.A. explain some information about ants

阅读理解 (判断) (11)--电大资源网:
(微信搜: Wj585858-)

1、 An annual report of a company provides i...

2、 Cross training is training an employee t...

3、 Cross training is training an employee t...

4、 Feedback from your customers is very imp...

5、 Feedback from your customers is very imp...

6、 Good communication skills are the key to...

8、 If you take the following steps, you can...

9、 QUESTIONNAIRES: ADVANTAGES & DISADVA...

10、 USE THESE 5 (OF 10) TIPS TO START YOURE...

11、 Xiaoyan, I thought you'd like to know

1、 **An annual report of a company provides information about its business performance for certain people.**

1. An annual report of a company provides some information about its business performance for certain people.-->T

2. People can know everything of the company from the annual report.--> F

3. An annual report usually includes chairman's letter, financial statements and operation analysis.-->T

4. A chairman's letter should include the strategic direction moving forward.-->T

5. This passage is mainly about the main parts of an annual report.-->T

2、 Cross training is training an employee to do a different part of the organization's work.

26. Cross training is training an employee to do a different job in a different company. (F)

27. Cross training is beneficial not only for managers but also for employees. (T)

28. Cross training can apply to almost any position and almost any industry. (T)

29. Not all employees are suitable to be cross trained. (T)

30. You can decide which employees to be cross trained according to their age. (F)

3、 Cross training is training an employee to do a different part of the organization's work.

26. Cross training is training an employee to do a different job in a different company.-->F

27. Cross training is beneficial not only for managers but also for employees.-->T

28. Cross training can apply to almost any position and almost any industry.-->T

29. When you prepare cross training plans , the only consideration is the company benefits.-->F

30. You can decide which employees to be cross trained according to their age.-->F

4、 Feedback from your customers is very important.

1. Hotel customers and hotel staff think the same about breakfast.-->F

2. A good or bad experience of a customer in a wheelchair in your shop shows whether your service is good or not.--> T

3. It's not necessary to know about the customers' needs and preferences. -->F

4. Questionnaires are useful in getting feedback from customers.--> T

5. Front-line staff have nothing to do with improving customer service.-->F

5、 Feedback from your customers is very important. The more information you have from

them, the more competitive you will be in your field.

Feedback from your customers is very important. The more information you have from them, the more competitive you will be in your field.

26. Hotel customers and hotel staff think the same about breakfast.-->F

27. A good or bad experience of a customer in a wheelchair in your shop shows whether your service is good or not.-->T

28. It's not necessary to know about the customers' needs and preferences.-->F

29. Questionnaires are useful in getting feedback from customers.-->T

30. Front-line staff have nothing to do with improving customer service.-->F

6、 Good communication skills are the key to success in life , work and relationships.

26. A message must be understood , interpreted or delivered correctly with communication. (F)

27. When you talk with others you can pay little attention to your body language. (F)

28. The better you are able to understand others , the better your ability to communicate. (F)

29. Before stating your opinions , you'd better let the speaker finish his or her talking first. (T)

30. Don't argue or debate with others if you feel angry or displeased. (T)

7、 Hiring the right employee is a challenging process for a company.

1. Hiring the wrong employee is expensive, costly to a company, and time consuming.--> T

2. A company has to spend a lot of money hiring a right employee.-->F

3. An advertisement with a clear target will make all candidates lose courage.-->F

4. Well designed interview questions can help you know more about the candidates.--> T

5. Work experience is one of the primary things for an employer to verify in background checking.--> T

8、 If you take the following steps, you can make a satisfactory annual report.

26. Before writing the report, you should gather all the work you have done over the past year.-->T

27. The contents of the report should be selective.-->T

28. The idiom "a picture is worth a thousand words" is appropriate here.-->T

29. The application of visuals and charts can make the report more boring.-->F

30. Ending the report with a strong call to action will offend the readers.-->F

9、 QUESTIONNAIRES: ADVANTAGES & DISADVANTAGES

1. The advantages of questionnaire are more than disadvantages.-->T

2. Questionnaire is the cheapest way for collecting data from respondents.-->F

3. Questionnaires have the advantage of being analyzed easily through the computer software.-->T

4. Questionnaire is suitable for everyone.-->F

5. The respondent is usually the same person you sent the questionnaire to.-->T

10、 USE THESE 5 (OF 10) TIPS TO START YOUR EVENT PLANNING CAREER

1. You can plan a success event if you have experience.-->F

2. You will move into a position with some responsibility only through volunteering.-->F

3. Networking is the key to event planning.-->T

4. Create an event album means taking photos in the event.-->F

5. You can become a certified event planner as well when you gain valuable event planning experience.-->T

11、 Xiaoyan, I thought you'd like to know

1. David had a meeting with the designers yesterday.-->F

2. David had made the icons larger.-->F

3. The speed of access has been made quicker.-->F

4. David is going to make a presentation in Paris.-->T

5. David would like some help from Xiaoyan.-->T

翻译题(39)--电大资源网:
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1、 **A few minutes later the doctor came out of his room for the third time.**
A. 几分钟后, 医生第三次从他的房间走出来。

2、 **I think what should be done is to create more job opportunities for students**
A. 我认为我们更需要为学生们创造更多的工作机会。

3、 **In a word, taking the time to develop a well-designed and participant-friendly questionnaire will give you useful data that can help you make the right decisions.**
A. 总之, 花时间去制作一份精心设计和参与者友好的调查问卷将为你提供有用的数据来帮助你做出正确的决定。

4、 **The more familiar interviewing feels to you, the less anxiety you will feel with the process.**
A. 你对面试越熟悉, 在面试过程中你的焦虑就会越少。

5、 **They have disagreement on the plan of celebrating the founding of the community.**
B. 他们对庆祝公司成立的方案有异议。

6、 **A bad hire not just wastes your time and money, but also impacts the team spirit and company morale.**
B. 招聘到不合格的员工即浪费时间和金钱, 而且还会影响整个团队精神和公司士气。

7、 **A few minutes later the doctor came out of his room for the third time.**
A. 几分钟后, 医生第三次从他的房间走出来。

8、 **A few minutes later the doctor came out of his room for the third time.**
答案: B. 几分钟后, 医生第三次从他的房间走出来。

9、 **A man and his wife had a small restaurant near a station.**
C. 一个男人和他的妻子在靠近车站的地方开了家小饭馆。

10、 **A new food market will be built in our community next month.**
C. 下个月我们社区将新建一个菜市场。

11、 **A true friend is someone who reaches for your hand and touches your heart.**
C. 真正的朋友是一个可以援手帮助并感动你心扉的人。

12、 **Angry customers tend to aim their dissatisfaction and complaints at staff members.**
答案: A. 愤怒的顾客往往会把员工当做他们发泄不满和抱怨的目标。

13、 **As a general rule, it is better to focus on the content of a presentation as a means of attracting your audience's attention.**
C. 一般而言, 最好把重点放在讲解的内容上, 借此来吸引观众的注意。

14、 **By the following week, when he's on his own, he feels he has a pretty good idea of what he needs to do, and how to go about it.**
到第二个星期, 当他独立工作的时候, 他感到对于自己需要做什么以及如何开始做非常清楚。

15、 **Focus groups are representatives of customers whose job is to provide you with information on their needs and preferences.**
C. 焦点小组是顾客的代表, 他们的工作是给你提供他们的需求和喜好。

16、 **Having patience with your customers and with yourself will go a long way in winning over hostile customers.**

对顾客和对自己有耐心将在赢得生气的顾客对你工作的支持方面大有帮助。

17、 **I don't know why he is late, he might have had an accident.**

答案: C.我不知道他为何迟到,可能遇上了事故。

18、 **I think what should be done is to create more job opportunities for students.**

A. 我认为我们更需要为学生们创造更多的工作机会。

19、 **In contrast to other countries, the US has no national college entrance exam.**

B.与其他国家相比,美国没有大学入学考试。

20、 **In general, we've made some progress this year in improving community services.**

A. 总的说来,今年我们已经在改善社区服务方面取得了一些进展。

21、 **On the last day of the old year, there is a family dinner.**

B.在即将过去的一年的最后一天,会有一次家庭聚餐。

22、 **Stress around interviews is often influenced by our assumptions we make to ourselves about the process.**

C.我们自己对面试过程的揣测往往会影响面试压力。

23、 **Thankyou so much for your generous hospitality**

C. 非常感谢您的盛情款待。

24、 **The more familiar interviewing feels to you, the less anxiety you will feel with the process.**
你对面试越熟悉,在面试过程中你的焦虑就会越少。

25、 **The old saying "practice makes perfect" applies to interviewing too.**

B. 古话"熟能生巧"对面试也是适用的。

26、 **They are willing to understand their partner's position first before trying to get understood.**

B. 在得到合作对方理解前,他们愿意先理解合作伙伴的立场。

27、 **They have disagreement on the plan of celebrating the founding of the community.**

B. 他们对庆祝公司成立的方案有异议。

28、 **This involves identifying the high-level reasoning behind your intentions for the event.**

C.这就包括了弄明白你举办次活动目的背后的高层次的推理。

29、 **To communicate precisely what you want to say, you have to frequently need to define key words.**

C. 要准确表达你的本意,就必须不断定义关键词。

30、 **want to leave a little room in the budget, just in case.**

C. 我想留一点预算空间,以防万一。

31、 **We can't possibly get the work done by October.**

答案: A. 十月份前我们不可能做完这项工作。

32、 **We should present data in tables or charts so that the report may not be boring with facts alone.**

A. 我们应该用表格或图表来呈现数据以便报告不因为仅有事实而枯燥乏味。

33、 **When you start a job, you must stick to it.**
一旦你开始了一件工作,你就得持之以恒。

34、 **Whether it's an anniversary, a sporting event or a retirement party, and no matter how much time you have, your event's success is in the detail.**

A. 不论是周年庆典、体育赛事或者退休会,也不论你有多少时间,你的活动的成功在于细节。

35、 **Will you be involved in opening the new office?**

B. 你会参与开设新办公室的工作吗?

36、 **Will you be involved in opening the new office?**

你会参与开设新办公室的工作吗?

37、 **You can see many interesting things on your way.**

B. 一路上你能看见许多有趣的事情。

38、 **You want all attendees leaving your event to remember this key message that you've spent a long time reinforcing.**

A. 你希望所有的参加者离场后都会记得你曾经花了很长时间来强调的这个关键的信息。

39、 **You will do everything within your power to try and resolve the situation.**

C. 你会在力量范围内尽一切努力解决问题。

阅读填空题(8)--电大资源网:

(微信搜: Wj585858-)

1、 **An annual report provides () information about an organization.**

1: A. useful;

2: A. prefer;

3: A. no;

4: B. both;

5: B. without

2、 **Everyone wants to healthy and happy.**

1: B. affected;

2: C. but;

3: A. strain;

4: C. assumed;

5: A. consequently

3、 **Imagine this situation: you have bought a faulty item from a shop and you take**

1: B. it;

2: A. which;

3: C. favours;

4: A. as;

5: B. with

4、 **Successful events don't just happen - they're the result of**

1: B. planning;

2: A. bigge;

3: C. miss;

4: C. Whether;

5: B. appeal to

5、 **The houses we live in are very () .**

1: B. important;

2: C. where;

3: A. care for;

4: B. sizes;

5: C. built

6、 **The old saying "practice makes perfect" applies to interviewing too.**

1: A. so;

2: C. asked;

3: B. simply;

4: C. whether;

5: B. confidence

7、 **The qualities of a good questionnaire**

1: A. writing;

2: A. Secondly;

3: C. In order to;

4: B. In a word;

5: A. help

8、 **Want to keep your staff motivated about learning new concepts?**

1: A. offer;

2: C. Whatever;

3: B. ultimately;

4: B. needed;

5: C. continuing

2017年来,每年都有50+个科目改版,电大资源网每学期均会在期末考试前整合最新试题+作业+综合练习册题目,有需要直接访问

任何问题都可以联系我微信: Wj585858-